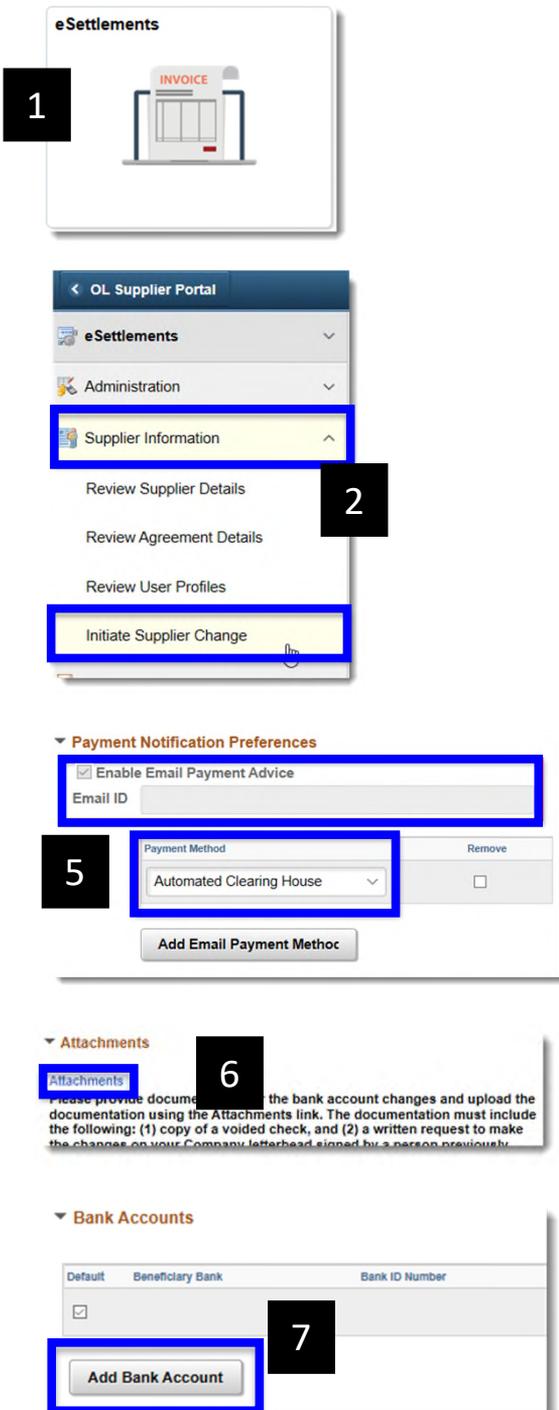


Navigation

Onelink.kp.org > eSettlements > Supplier Information > Initiate Supplier Change

Introduction

This quick reference guide provides steps for entering banking information (ACH) via the eSettlements supplier portal.



1) Click **eSettlements** to view the following navigation collection.

2) From the navigation collection, select **Supplier Information** then select **Initiate Supplier Change**.

3) Click on the **Next** button.



4) Click on the **Edit** icon.

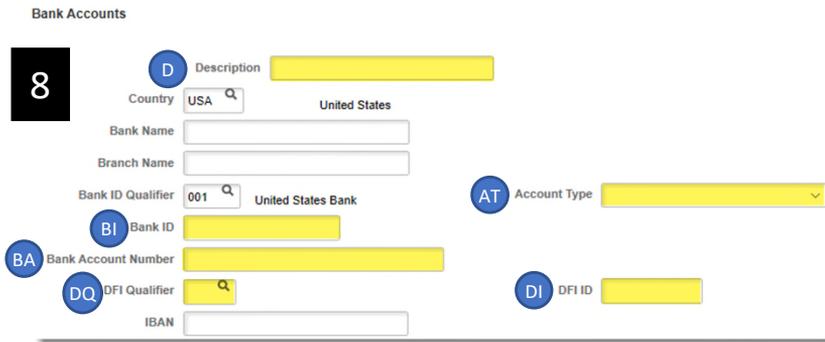


5) Check **Enable Email Payment Advice**, enter the email you wish to receive the ACH payment remittance. Select **Automated Clearing House** in the Payment Method section.

6) Click on the **Attachments** link and attach a voided check. ***(Failure to provide requested documentation may delay or prevent the receipt of electronic payments to you.)***

7) Click on the **Add Bank Account** button. *(Note: If updating existing banking information, please refer to the Guide.)*

8) *Only complete* the below fields then click **OK**.



Bank Accounts

8

D Description [Yellow Highlighted]

Country USA United States

Bank Name [Yellow Highlighted]

Branch Name [Yellow Highlighted]

Bank ID Qualifier 001 United States Bank

AT Account Type [Yellow Highlighted]

BI Bank ID [Yellow Highlighted]

BA Bank Account Number [Yellow Highlighted]

DQ DFI Qualifier [Yellow Highlighted]

DI DFI ID [Yellow Highlighted]

IBAN [Yellow Highlighted]

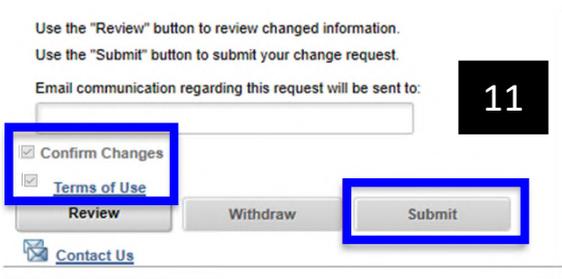
- D - **Description:** Enter your *Bank Name*
- AT - **Account Type:** Select the *type of account*
- BI - **Bank ID:** Enter *Routing number*
- BA - **Bank Account Number:** Enter *Account Number*
- DQ - **DFI Qualifier:** Enter *01*
- DI - **DFI ID:** Re-enter *Routing Number*



9) Click on the green **OK** button.



10) Click on the **Next** button.



Use the "Review" button to review changed information.
 Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to: [Yellow Highlighted]

11

Confirm Changes

Terms of Use

Review Withdraw Submit

Contact Us

11) Check on the **Confirm Changes** and **Terms of Use** boxes, then click on the **Submit** button.

12) An email will be sent confirming the successful submission of your request. A secondary email will be sent once the request is either approved or denied.

For questions regarding your ACH submission, please contact KP-AP-ACH-Validation@kp.org